Section 12.6 FUNCTIONS MENU
Earnings History
GPAs Tab (Gross Pay adjustments)

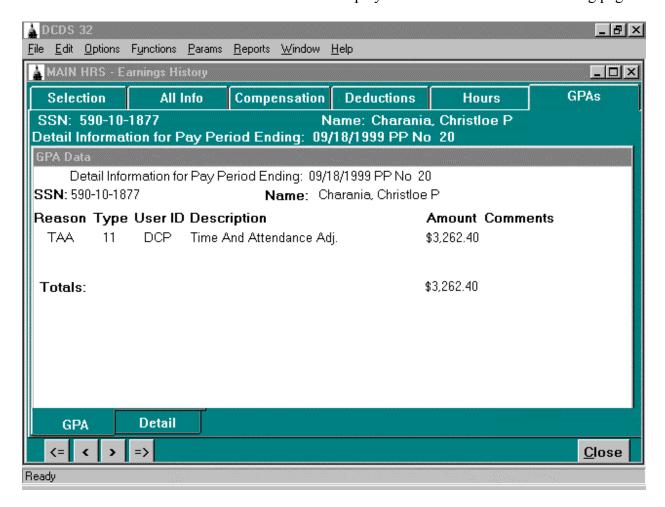|	
Purpose	This section describes the procedures for a user to inquire on Gross Pay Adjustments (GPA) by using the **GPAs** tab. The tab displays all gross pay adjustments from January 1996 to March 29, 2001 for the selected employee.
Tab	GPAs
Reminders	**1.** The GPAs tab is accessed through the F<u>u</u>nctions, Earnings <u>H</u>istory items on the Menu bar.
	2. The GPAs tab consists of two bottom tabs. The GPA tab provides general information about each GPA. The Detail bottom tab displays the adjusted GPA detail when there is an adjusted pay period end date on the GPA window. Each of the hours type adjusted is displayed. The Detail tab is activated when a row of information on the GPA window is highlighted.
References	*No specific references*

GPAs Tab

The following window is displayed when the required selection criteria information has been entered and the GPAs tab is selected. The fields displayed are described on the following page.

Earnings History
GPAs Tab

The following information is displayed:

Field Name	Description
GPA Data Window	
Pay Period, SSN, Name	The pay period ending date and number, employee's Social Security Number and name.
Reason	Gross pay adjustment reason code selected from a predetermined list of reasons.
Type	Adjustment payment code indicates what area of pay is being adjusted. It also identifies how the payment is to be taxed in relation to the employees regular gross wages; the impact on retirement, FICA, Medicare and Deferred Compensation gross and special payment number (if any).
User ID	Initials of the employee that made the adjustment. If the adjustment was system generated, GEN will display. If the adjustment was from a DCDS Data Collection Adjustment, DCP (Data Collection Positive) or DCN (Data Collection Negative) will display.
Description	Brief description of the GPA reason code.
Amount	Employee's gross pay adjustment amount.
Comments	Comments or reason for the gross pay adjustment.
Totals	Employee's gross pay adjustment total amount.